

Supervising Probation Officer, CL 29/30

Vacancy Announcement #12-08

Type of Appointment: Full-Time Indefinite

Area of Consideration: Current U. S. Probation Officers

Date: August 23, 2012 - Closing Date: September 17, 2012

This position will administratively and technically supervise a staff consisting of probation officers and senior probation officers performing pretrial services as well as probation duties, and may supervise probation officer assistants and student interns. This position will report to the Deputy Chief Probation Officer/Chief Probation Officer.

REPRESENTATIVE DUTIES:

- ◆ Plans work to be accomplished by employees supervised, including priorities and time schedules.
- ◆ Assigns work to employees supervised, considering the difficulty of the work, employee capabilities, and equitable workload distribution.
- ◆ Reviews and evaluates work completed by employees supervised to ensure timely completion and adherence to quality standards.
- ◆ Gives advice or assists with work in progress. Approves, revises, or rejects completed work.
- ◆ Assists in the selection of candidates for vacant positions, identifies training needs and conducts training, and establishes performance standards.
- ◆ Hears and resolves complaints and effects appropriate action as to performance and conduct issues, implementing disciplinary actions when required.
- ◆ Keeps employees supervised informed of the policies and procedures of the organization as a whole.
- ◆ Develops or accepts recommendations from employees supervised to increase productivity and quality.
- ◆ Facilitates cooperative relationships between staff.
- ◆ May perform or supervise pretrial services within the district.
- ◆ Performs related duties as required or assigned by the Deputy Chief and/or Chief Probation Officer.

SUPERVISORY QUALIFICATIONS: To qualify for a supervisor position, the incumbent must meet the qualifications standards applicable to positions for the highest level of work effectively supervised (or in the case of a supervised unit involving more than one type of work having differing qualifications standards, the qualifications standards applicable to one of the types of work, provided that the type of work constitutes a substantial portion of the work of the unit and is not more than one level below the highest level of work effectively supervised).

MINIMUM QUALIFICATION REQUIREMENTS: To qualify for placement at CL 29, three years of specialized experience are required, including at least one year as a CL 28 probation/pretrial services officer in the U. S. Courts. Specialized experience includes progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse/addiction treatment. This experience must include progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain a) skill in dealing with others in person-to-person relationships, b) the ability to exercise mature judgment, and c) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the U. S. Probation Office. If the selected candidate starts this position at classification level (CL) 29, they may later be promoted to CL 30 without further competition.

SELECTIVE FACTORS: A master's degree in a closely related field of study is strongly preferred. Computer experience, with above average knowledge of programs currently used by the office. Ability to communicate effectively both orally and in writing. Ability to organize, oversee, and complete multiple projects simultaneously with limited supervision. Ability to assume and delegate responsibility, inspire confidence, secure cooperation, and serve as a member of a team. The incumbent must exercise sound judgment, maintain confidences, foster high ethical standards, and demonstrate leadership qualities, flexibility, and integrity in meeting the office's vision, mission, and goals. Travel within the district will be required.

BACKGROUND CHECKS AND DRUG TESTING: The selectee will be subject to random and reasonable suspicion drug testing and background investigations. Periodic reinvestigations are required, and retention depends upon a favorable suitability determination.

APPLICATION PROCEDURE: The Federal Judicial Center's Professional Education Institute has identified Leadership Practices needed to help Court employees meet current and future challenges. Among those practices for all outstanding leaders are:

1. Communicates Effectively
2. Develops People
3. Values Diversity
4. Manages Conflict
5. Leads with Maturity and Passion
6. Focuses on Outcomes

Interested and qualified applicants should submit a letter of interest, AO78 Application for Judicial Employment and supplemental statement addressing experiences/skills in each of the practices identified above. See www.wiep.uscourts.gov About Jobs for this job posting and additional information. In addition, the applicant should address the following:

Evidence Based Practice (EBP) is a major initiative within the district. In your opinion, what are the major barriers in implementing EBP, and, as a supervisor how would you address them?

Submit the information to:

ATTN: Terri L. Full - CONFIDENTIAL (#12-08)
U.S. Probation Office
517 East Wisconsin Avenue, Room 001
Milwaukee, WI 53202

Based on these submissions, the most suitable and best qualified applicants will be selected for a personal interview and testing. To ensure consideration, completed application materials must be received by 4:00 p.m. on September 17, 2012.

This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify Laura Flower at (414) 297-1952. The decision on granting reasonable accommodations will be made on a case by case basis.

INFORMATION FOR APPLICANTS: Applicants must be United States citizens or eligible to work in the United States. Submission of false or fraudulent information on or attached to an application may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification. Applications and enclosures will not be returned. The most suitable applicants will be invited to participate in an interview and testing at their own expense. Travel and relocation expenses will not be paid. Due to the volume of applications received, the Probation Office may only be able to communicate with those individuals who will be tested or interviewed. The Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

Employees of the U. S. Probation Office are Excepted Service and are required to adhere to a Code of Conduct which will be made available for review by applicants upon request. This position is subject to mandatory electronic deposit of salary payment.

EQUAL OPPORTUNITY EMPLOYER